



## **Planner, Principal**

**Job Code: 1892**

Originated: 04/02

Revised: 02/06

HR Ordinance Status: Unclassified

Salary Grade: 2166

EEO Code: 20

FLSA: Exempt

Supervisory: No

[Manager & Supervisor](#)

### **CLASS SUMMARY**

The Principal Planner serves as a technical specialist on a management team that oversees the general planning, development and customer services within the Planning and Development Services Department and the Water Resources Department.

### **DISTINGUISHING CHARACTERISTICS**

The Principal Planner is distinguished from the Senior Planner by its higher-level job duties and technical expertise. This classification does not supervise, but may coordinate and lead a project team.

### **ESSENTIAL FUNCTIONS**

*Performs duties and responsibilities commensurate with assigned functional area within a department(s) which may include, but are not limited to, any combination of the following tasks:*

- Oversees the management and development of special projects relating to planning, engineering, development processes, policies and standards for the City.
- Oversees the assimilation, organization and communication of engineering projects and related information to the organization and the public.
- Initiates and manages complex engineering projects, including the development of scopes of work and budgets, hiring and managing consultants, conducting a wide range of public and special group meetings, coordinating activity involving multiple departments and providing inspiration and guidance to professional staff conducting planning, development and customer service activities within these projects.
- Coordinates the activities of special staff teams on engineering and water related projects, providing direction, support, management, resources and advocacy.
- Serves as a team member in the development of budgets, program goals and values, organizational structure and training for the Water Resources Division.
- Serves as a spokesperson for assigned special projects and represents the City.
- Ensures compliance with regulatory agencies; ensures compliance with Federal, State and Local policies and procedures.
- Provides direction and planning in the design and installation of new wells for surface water backup supply.
- Coordinates program for the acquisition and maintenance of 100-year assured water supply.

- Conducts analysis of groundwater wells and makes recommendations in the areas of well drilling and rehabilitation.
- Coordinates the Deep Well Aquifer Storage and Recovery Program (ASR).
- Oversees the administration, budget and staff at the Planet Ranch facility in Parker.
- Performs the duties of contract administrator for contracts related to ASR, subsidence monitoring, well drilling and rehabilitation and arsenic remediation.
- Demonstrates an ability to communicate about and manage organizational changes.
- Oversees the administration, finance and monitoring of current and future reclamation/re-use plants and the City's future groundwater re-charge projects.
- Develops and maintains computer numerical groundwater models to assure that the water and sewer systems, together with the underground aquifers, are used to assure an adequate supply to the lands within the City.
- Serves as liaison with other political jurisdictions (Bureau of Reclamation, Central Arizona Water Conservation District, Arizona Department of Water Resources, Salt River Project and the City of Phoenix) related to groundwater development, artificial recharge, lead subsidence and groundwater remediation.
- Performs other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge, Skills and Abilities**

#### **Knowledge of:**

Personal computers and planning software.

Federal, State and EPA water and sewer regulations and requirements.

Methods for data collection and analysis.

#### **Ability to:**

Be an effective team member.

Initiate and complete major work efforts.

Communicate using a wide range of techniques and forums.

Plan and organize data, coordinate programs, and make decisions.

Produce written documents with clearly organized thoughts using proper grammar.

Observe, review and check the work of staff members to ensure conformance to standards.

Enter data or information into a terminal, PC or other keyboard device.

Conduct research and analyze results.

Establish and maintain effective working relationships with water and sewer users, other professionals and government jurisdictions, co-workers, and the general public.

### **Education and Experience**

Any combination of a Bachelor's degree in Planning, Architecture, Engineering, Geography, Social Sciences, Landscape Architecture, Chemical or Civil Engineering or closely related hydrologic or water resources field and four to six years of progressive responsible experience in planning, design, or water resources.

### **Licensing and Other Requirements**

Must possess and maintain a valid Arizona driver's license, with no major driving citations within the past 39 months.

Other pertinent licenses and/or certifications may be required of some positions depending on department/section assignment.

### **SUPERVISION RECEIVED AND EXERCISED**

Works under general supervision from the Division Director in the Planning and Development Services Department or Water Resources Department and within standard operating procedures.

### **WORK ENVIRONMENT/PHYSICAL DEMANDS**

*The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Work is performed in a normal City office environment.
- Operates a variety of standard office equipment, including a personal computer that requires continuous and repetitive arm, hand and eye movement.

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*